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Safety

**LOCAL CONFINED SPACE ENTRY
PROCEDURES**

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This instruction establishes local responsibilities and procedures for entry into confined spaces. It augments AFOSH Standard 91-25, Confined Spaces. It applies to all personnel who routinely or intermittently must enter into a confined space as part of their work-related duties. It also establishes procedures for contractor operations on Misawa Air Base.

SUMMARY OF REVISIONS

This is the revised publication of 35 FW Instruction 91-202. This instruction establishes Master Entry Permit for required units, and procedures to obtain an AF Form 1024, Confined Space Entry Permit, from the 35th Fighter Wing Safety Office as applicable. It further establishes notification requirements when personnel must enter into confined spaces.

1. Classification of Confined Spaces

- 1.1. Permit Required Confined Spaces - A confined space that may contain hazards that present a situation that is Immediately Dangerous to Life or Health (IDLH) **or** has a potential for or contains a hazardous atmosphere. (See AFOSH Std 91-25, **Attachment 1**, for definition of hazardous atmosphere)
- 1.2. Non-Permit Confined Spaces - A confined space that contains no hazardous atmosphere, and workers will not perform any work inside the space that will cause a hazardous atmosphere. The space does not have a potential for engulfment and is not configured in a way that could cause entrapment or asphyxiation.

2. Local Procedures

- 2.1. Initial Workplace Survey and Evaluation of Confined Spaces

2.2. All organizations will survey workplaces and facilities within their area of responsibility to identify potential confined spaces. Work centers will use 35 FW Forms 125, 126 and 127 to identify, evaluate and classify confined spaces. 35 FW Form 125 (Test #1 Confined Space) is to identify the space and owner. 35 FW Form 126 (Test #2 Permit Required Confined Spaces) is to determine if the confined space is permit required. 35 FW Form 127 (Confined Space Classification) is for the Confined Space Program Team (CSPT) representatives from Safety, Bioenvironmental and Fire Department to classify a space either permit or non-permit. The forms provide an easy method to complete the initial workplace survey and assess the existence of confined spaces (see [Attachment 1](#)).

2.2.1. If the survey and Test #1 indicate the unit does not have confined spaces, the unit commander will forward a memorandum indicating the negative results to 35 FW/SEG. Commanders should be constantly vigilant for changes that may create a confined space. If a confined space is created or undergoes a change of conditions, additional testing and evaluation will be required.

2.3. Procedures for Obtaining Permits.

2.3.1. Master Entry Permit (MEP) Procedures - Work-centers that require routine entry into permit required confined spaces may obtain a MEP. In order to receive a MEP, units must submit their proposed MEP to the Wing Safety Office, Bldg 504. The safety office will bring the plan to the CSPT for approval. The CSPT consists of representatives from Safety, Bioenvironmental Engineering, and the Fire Department. The MEP must contain, as a minimum, the following:

2.3.1.1. A listing of all confined spaces covered by the permit.

2.3.1.2. All known and possible hazards (atmospheric or otherwise) by type, within each confined space. This should include a description of expected conditions based upon prior atmospheric testing or monitoring.

2.3.1.3. Notification procedures to follow prior to entry into the space and following exit out of each confined space.

2.3.1.4. Specific procedures the unit will follow for all entries by type of confined space.

2.3.1.5. Emergency procedures.

2.3.1.6. The name and phone number of the Entry Supervisor.

2.3.2. All MEPs will expire on 5 Jan each year. Failure to submit a new MEP prior to that day will require that the unit submit an AF Form 1024 for each entry until the new MEP is received and approved.

2.3.3. AF Form 1024, Confined Space Entry Permit Procedures - Personnel who do not routinely enter into permit required confined spaces, but are required to do so for specific duties, must submit an AF Form 1024 to the Wing Safety Office for each entry. At least 24 hours in advance, the entry supervisor must coordinate a time to meet at the confined space with personnel from Safety, Bioenvironmental, and the Fire Department to inspect the space and sign the permit prior to the entry. The Entry Supervisor will maintain a copy of the Entry Permit and will also submit a copy to the Wing Safety Office following the termination of the entry. The Safety office will send copies of all completed Entry Permits to Bioenvironmental and the Fire Department.

2.3.3.1. Welding Operations. When personnel desire to conduct welding operations in a confined space, they must complete the AF Form 1024 first. After completion, coordinate with the Fire Department for issuance of an AF Form 592, Welding Permit, for the confined space.

2.4. Non-Permit Required Confined Spaces - For confined space entries that have no apparent hazards after atmospheric testing is conducted, no permit is required. However, units must still have a Confined Space Lesson Plan and an Entry Supervisor must be appointed for all confined space entries.

2.5. Changes in Condition/Status of the Confined Space.

2.5.1. Any atmospheric changes or IDLH that result in changing the status from non-permit required, will require issuance of a new AF Form 1024 reflecting the change in status.

2.5.2. If other significant factors change in a permit required space, the affected unit must issue a new AF Form 1024 reflecting the changes.

2.5.3. The CSPT must inspect any confined space that undergoes any such change prior to personnel entering the space.

3. Training

3.1. All work-centers that have confined space requirements must train their personnel accordingly. Training must include recognition of confined space hazards, use of personal protective equipment (PPE), use of atmospheric testing and monitoring equipment, duties and responsibilities of the entrant, duties and responsibilities of the attendant, and duties and responsibilities of the entry supervisor for appropriate personnel.

3.2. Workers will be trained in self-rescue procedures. Unless otherwise specified in a MEP, the Base Fire Department will serve as the Centrally Located Rescue Team for all entries.

3.2.1. For organizational rescue teams (specified in MEP), personnel must receive hands-on practice in rescue operations annually. All Lesson Plans will be submitted to 35 CES/CEF for annual review.

3.2.2. Personnel will be qualified on the use of atmospheric monitoring/testing equipment in a formal school, such as technical training schools. For personnel who need this familiarization training and did not receive it in a technical school environment, bioenvironmental engineering will serve as the OPR for training on monitoring/testing equipment.

3.2.2.1. Work-centers should maintain their own monitoring/testing equipment. However, if equipment is otherwise unavailable, bioenvironmental engineering will maintain additional equipment that workers may borrow to conduct necessary tests.

4. Duration of Operations

4.1. No confined space entry is allowed to exceed one, eight-hour shift.

4.2. If the work inside the space is still ongoing at the end of the eight-hour period, the fire department must be notified that a new entry is starting.

4.3. The new entry supervisor(s), attendant(s), and entrant(s) must be briefed on the conditions within the space and results of atmospheric testing or monitoring.

4.4. The entry supervisor will call the base fire department at the beginning and end of all confined space entries.

5. Authority to Conduct Confined Space Operations

5.1. The Functional Manager (normally the unit commander) authorizes Entry Supervisors to make determinations on whether or not it is necessary for personnel to enter into confined spaces on a routine basis. When this is the case, the Functional Manager signs the MEP.

5.2. The CSPT is the final approval authority for all permit required confined space entries. The CSPT, and specifically the Fire Department, must maintain a listing of all Permit Required and Non-Permit Required confined spaces on the installation.

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Commander

Attachment 1

UNIT SURVEY OF WORKPLACE CONFINED SPACES

A1.1. Background: Mishaps in confined spaces do not happen often, but when they do, they are usually fatal. Confined spaces are found in so many different industrial operations that it is virtually impossible to describe them all. Confined spaces vary widely both in their physical characteristics and in the reasons for which they are entered. Also, the type and magnitude of the hazards posed to entrants also vary from space to space. This guide will help you determine if you have confined spaces and if those spaces contain hazards that require specific procedures prior to allowing workers to enter.

A1.2. Examples of Confined Spaces: Tanks, vessels, boilers, furnaces, air handlers, chambers, pipes, sewers, silos, storage bins, hoppers, vaults, and pits under 5 feet deep are examples of spaces that, together with a limited or restricted means of entry, may be considered a confined space. Use Test #1 of this survey to determine if you have a work area that is a confined space. Remember that having a confined space in your work area does not mean your workers are in any danger or that you have any difficult program requirements to implement. Confined spaces are a safety issue when they contain hazards to workers who enter them. If Test #1 indicates the work area is a confined space, it is essential to conduct another even more important test. Test #2 of this survey will determine if your confined spaces contain hazards that would classify as permit-required confined spaces (PRCS).

A1.3. Permit-Required Confined Spaces: PRCS are hazardous unless special precautions are taken. A “yes” answer to ANY of questions 1-4 in Test #2 confirms that a space is PRCS. Inform employees of the location of these spaces and the hazards they pose, and institute measures to prevent unauthorized entry. Entry into these spaces will be governed by a written workplace program that includes these critical elements: Hazard Identification; testing and monitoring; hazard control; information and training; permit system; emergency procedures; specialized Equipment; outside contractors; employee designation; and program review.

A1.4. Developing Master Entry Permits (MEPS): Recurring routine entries into PRCS are permitted by use of a MEP. It is a violation of federal law for workers to enter PRCS without an approved plan. Contact the CSPT about confined space issues or for assistance in setting up a unit level program. CSPT contacts: Ground Safety; 35 FW/SEG/226-2702; Bioenvironmental Engineering; 35 AMDS/SGPB/226-6107; Fire Protection Flight; 35 CES/CEF/226-3006.